



## Office for the Protection of Children and Youth

### Safe Environment Compliance Guidelines Chart, July 2021

Role	CBC	FP	CANTS 689	PGC & KPA or VAT	MRT & CANTS 22/A	ASB	CC
Clergy: priests and deacons	✓		✓	✓	✓	✓	✓
Candidates for ordination (seminarians and diaconate formation)	✓		✓	✓	✓	✓	
All employees of Pastoral Center, parishes and agencies	✓		(✓)*	✓		✓	
School employees (certified and non-certified)	✓	✓	✓	✓	✓	✓	
DREs/CREs, catechists, SPRED volunteers with minors, youth ministers, coaches, scout leaders	✓		✓	✓	✓	✓	
School volunteers and all parish volunteers who serve with children and/or youth	✓		✓	✓	✓	✓	
Ministers to vulnerable adults (SPRED volunteers, ministers of care, hospital visitors, etc.)	✓		(✓)*	✓ (VAT)		✓	

**CBC:** Criminal background check run through [VIRTUS online](#) as part of the VIRTUS registration process. Rechecked every three years through VIRTUS. ([Policy 603.2](#))

**FP:** Fingerprints run through Accurate Biometrics for the Archdiocese of Chicago. School employees may not begin work until fingerprints have been submitted. Schools have the necessary forms.

**CANTS 689:** Yearly check of the central registry of Department of Children and Family Services.

\* **Required only once for employees who do not work with children.** ([Policy 603.5](#))

[English CANTS 689 Form](#)

[Spanish CANTS 689 Form](#)

**PGC:** VIRTUS's Protecting God's Children training session. [Register](#) and attend within 15 days of beginning work or volunteering. ([Policy 603.3](#))

**KPA:** VIRTUS's Keeping the Promise Alive three-year recertification program done online through VIRTUS ([Policy 603.7](#))

**VAT:** VIRTUS's Vulnerable Adult Training online training for those who minister solely to vulnerable adults. Replaces PGC.

**MRT:** Mandated Reporter Training from [State of IL training](#) website. Re-certified every three years, including re-signing the Acknowledgment Form (CANTS 22 or CANTS 22A for clergy). Certificates and signed forms are to be kept in file. ([Policies 603.6 and 603.7](#))

**ASB:** Archdiocesan Standards of Behavior for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct). Read and signed at time of hire and re-acknowledged yearly through VIRTUS ([Policy 603.4](#))

[Archdiocesan Standards of Behavior \(English\)](#)  
[Estándares de Comportamiento Arquidiocesanos \(Español\)](#)

[Archidiecezjalne standardy zachowania \(Polski\)](#)

**CC:** Critical Conversations, a VIRTUS program for clergy only. Recommended five years after ordination.

**Student training:** Every student in every grade in schools and religious education programs are to be offered training annually on sexual abuse prevention. ([Policy 603.7](#))

**Those under the age of 18 are unable to meet safe environment compliance requirements; therefore, they may not be in a supervisory role or in charge of minors.**

**Safe Environment compliance is a condition of employment and volunteer service. All compliance recordkeeping is to be verified and tracked within the VIRTUS System Database and reported in the Annual Audit.**